

1959

## MEMORANDUM FOR THE RECORD

**SUBJECT:** Meeting of Ad Hoc Committee on the CS Support Records  
3 September 1959

1. [ ] met at 1500 to bring up to date our progress in developing uniform filing and disposition standards for CS Support records.
2. The Chairman reported a conversation with [ ] regarding full time services of the Records Analyst, [ ] agreed that effective 14 September, [ ] would be directed to devote full time to the project until it was completed, and asked that any interruptions be called to his personal attention.

3. It was agreed that the rest of the work would be conducted as follows:

- a. [ ] to complete his study of the records function in the Office of the SSA-DD/S.
- b. To consolidate the findings of the original survey with the reports received from the responding DD/P components plus such provisions as might be required by the SSA findings.
- c. A review of this schedule with what his office already knows of the functions in the Support Offices, i.e., Logistics, Personnel, etc., to insure complete coverage with no overlapping functions or responsibilities.

done! → d. To prepare a final recommended program for review by the Ad Hoc Committee which the Committee would then, with such changes as it saw fit to make, present as a final proposal to the CS Records Management Officer.

4. The first draft of the Functional Groups of CS Documents dated 17 August was reviewed. [redacted] as a member of the overall committee on CS documents was asked to propose that the Admin and Support categories be combined. The Committee felt that trying to make this separation was artificial and created confusion. It was recognized that not all the components of DD/P are similarly structured, the principal difference being in the placement of the Registry or Executive Secretariat, but that this would not prevent appropriate selected application of the standards provided for a single category titled Admin/Support.

MEMORANDUM FOR THE RECORD

29 May 1959

SUBJECT: Report of 25 May Meeting of Ad Hoc Committee on CS Support Records

25X1 1. Present were [ ] of the Committee, Mr.  
25X1 [ ] The memorandum establishing the Committee was re-read to refresh our memory regarding the purpose of the Committee. A brief report of progress was made.

2. The following items were discussed:

25X1 What should be done about overseas support records?  
Had the DDS been advised of the existence of the Committee?  
Who maintains records as opposed to working files?  
What files does the SSA have?  
Should [ ] make his survey in all DDP components?  
What are our next steps?  
What should be done about S&T paper?

25X1 3. [ ] advised that he had talked with [ ]  
25X1 [ ] regarding the work of the Committee and the general problem of the Committee's work with the DDS components in carrying out its mission. He read a draft of a proposed memorandum which asked for agreement that the DDS should provide staff guidance on support records in the DDP but that his activity should not impinge upon command responsibilities within the DDP. Mr. Little further indicated that the subject of support records overseas should be included in the considerations of the Committee but was not the first order of business.

25X1 4. The group agreed on the proposition that the respective Support offices of the DDS should be expected and required to keep record copies and that DDP Support components would maintain working files only. We agreed that [ ] should survey the files in the SSA/DDS shop in order to determine the place they should take in the scheme. We agreed that a physical survey of all the DDP components would not be worthwhile and that a survey by mail would suffice.

25X1 5. It was agreed that the following steps should next be taken: (1)  
25X1 [ ] is to complete and write up the survey on WH records. (2) Mr. [ ] will consolidate the findings made so far in FE, SR, WH and the PP Staff. (3) This consolidation will go by memorandum from the Chairman of this Committee to the other DDP support elements requesting their comments and confirmation as to type of documents held and methods of disposition. (4) While this is in process, [ ] will survey the SSA shop and combine such findings with the results from survey of other DDP elements, and (5) The total results showing types of records held and methods of disposition would be addressed to the Support offices of the DDS through SSA with

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the request that they confirm that the DDP components would not be expected to maintain record copies within any of the categories so listed.

6. It was agreed that the problem of the S&T paper should be attacked by the Clandestine Services Records officer with the understanding that the originator is not necessarily the record keeper for S&T paper and that a fundamental problem existed in the original distribution of such paper.

7. As regarding overseas records, it was suggested that the Class A Stations be directed to maintain records paralleling those in the DDS Support Offices and that the Class B Stations through their respective Divisions would be covered by the DDS components at Headquarters. Other suggestions were made regarding the overseas records problem. No definitive conclusions were drawn, the subject being left open for further consideration.



25X1